

## Attachment A(2): Program Design Form – Support Services

**Note:** This form should only be used by applicants applying under program model 2 - Support Services, as described in Section IV of the Request for Applications (RFA). Applicants applying under program model 1 – Pre-Apprenticeship should use Attachment A(1) instead. Applicants may propose to deliver services under only one of these two models, and may only submit one application to provide services under this solicitation.

### Program Design Review Process

This form will be the primary basis for reviewing each applicant’s program design, and as noted in Section VII. Review Process of the RFA, that component of the application accounts for 40 of the total 100 point scale that reviewers will use to evaluate each proposal. Applicants will be evaluated on whether each of the elements of their program design demonstrate an understanding of the overall goals of the RFA, identify a high quality strategy and set of activities to achieve all program outcomes, are feasible, and reflect the development of key partnerships that will contribute to the success of the program – particularly with DOES and industry stakeholders.

### Formatting Instructions & Requirements

Applicants should save this form and add their responses under each of the Program Design questions below. Please follow the following formatting guidelines in completing this form. Responses should:

- remain formatted in the same 1” margin and 12 point font that is used in this form template;
- be typed;
- not exceed 15 single spaced pages (including 3 pages of content included in this template);
- maintain page numbers in the format that exists in this form template; and
- include a header identifying the applicant’s name and program model.

### Program Design Questions

In answering the questions below, please provide a detailed narrative description of how your organization will deliver the services outlined in Section IV of the RFA. Applicants should use this form to provide reviewers with a clear understanding of their organization’s capacity and approach to deliver the services outlined in the RFA.

- 1. Recruitment and Assessment of Jobseekers:** The grantee will be required to work in partnership with DOES’ planned Center for Construction Careers to recruit eligible and well qualified participants; and will need to conduct additional screening and develop a comprehensive needs assessment process designed to identify key barriers for enrolled

individuals in maintaining participation in step-up apprenticeship, pre-apprenticeship, apprenticeship, or other career track employment and/or training opportunities in the construction industry; as well as barriers in advancing to full apprenticeship. *Describe how you plan screen and assess potential participants for key barriers, and how this process will inform service delivery to individual participants. Describe how the screening and assessment process will inform any adjustments to planned services, including your experience with adjusting services to meet participant needs in past programming administered by your organization.*

- 2. Adult Basic Education:** *Please provide a description of the adult basic education instruction you plan to provide to help participants increase literacy and numeracy skills and/or English-language skills. How will this instruction be incorporated with other program elements? How will academic gains be measured? How will this instruction help prepare participants for the academic requirements needed to pass entry exams and successfully participate in apprenticeship opportunities in relevant construction trades?*
- 3. Work readiness:** *Provide a description of the work readiness training you plan to provide to participants, including how this program component will be incorporated with other program elements.*
- 4. Case management and supportive services:** *Please describe the case management and supportive services you plan to provide to participants. What process will you utilize to track and document participant receipt of these services and progress toward goals? What information do you propose to include in the individualized training and employment plans? Which services will be provided directly by program staff or through a defined partnership (which must be clearly documented and accounted for in the program budget); and which services will be provided through coordination with external entities?*
- 5. Career advancement, follow-up placements, and other follow-up services:** *The grantee will be required to work in partnership with DOES' planned Center for Construction Careers to assist program participants in career advancement activities, such as acceptance into full apprenticeship; or follow-up placements in the event of job loss (when applicable) in apprenticeship, step-up apprenticeship, and other career track positions that are in-demand on major District construction projects. Please describe the career advancement, follow-up placement, and other follow-up services you plan to provide to program participants. How will these services be integrated with the*

*other program services described above? How will you assist program graduates in navigating and completing apprenticeship testing and application processes, if applicable, or advancing through apprenticeship programs? How will you leverage existing employer relationships and/or other industry partnership efforts to identify additional job opportunities and refer qualified candidates; and how will you build new relationships to assist with these efforts? What methods will you use to contact, collect information from, and support participants during their career advancement or follow-up job search efforts?*

- 6. Number of planned participants:** The successful grantee will be required to enroll between 50 and 100 jobseekers depending on their program model and capacity, and will be encouraged to work with DOES to enroll additional jobseekers in the event that some participants leave the program before achieving outcomes. *Please indicate how many jobseekers you are able to serve based on your program model and capacity; and provide a rationale for this figure. Please describe how you will maintain enrollment of these participants and any processes for enrolling additional jobseekers over time.*